



## KING COUNTY

### TRANSIT DIVISION DIRECTOR

#### DEPARTMENT OF TRANSPORTATION / TRANSIT DIVISION

Job Announcement: 04MD3938

SALARY RANGE \$114,937 - \$ 145,690

OPENS: 1/12/04

CLOSES: OPEN UNTIL FILLED

**WHO MAY APPLY:** This position is open to all King County employees and the general public.

**WHERE TO APPLY:** Application materials may be sent to: Melinda Dickie, 201 S. Jackson Street, M.S. KSC-TR-0313, Seattle, WA 98104. For additional information contact (206) 296-6509.

**FORMS AND MATERIALS REQUIRED:** Those interested in this position may apply by submitting a current resume and a letter of interest specifically addressing the qualifications listed in this announcement.

**WORK LOCATION:** 201 S. Jackson Street, Seattle, WA 98104

**WORK SCHEDULE:** The workweek is Monday through Friday. This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible.

**JOB DESCRIPTION:** The King County Department of Transportation is seeking qualified candidates for this senior level position that part of the Department's senior management team and reports to the Department Director. The successful candidate of this position will:

- Provide collaborative leadership and a clearly articulated vision for a division responsible for providing transit services throughout King County.
- Develop effective collaborative relationships with other transportation providers in the region.
- Be an experienced manager who can impart strong visionary leadership that anticipates the role for the division as the premier provider of choice for transit services.
- Articulate the strategic direction for the division based on a thorough analysis of regional, county, and division business needs and develop the specific plans necessary to achieve their vision
- Possess an astute political understanding of the nuances associated with inter-jurisdictional needs and relationships when developing plans.
- Skillfully operate in a dynamic and political environment where issues and priorities may change on a regular basis.
- Effectively manage competing community-based and political interests where projects have far-reaching political implications.

**RESPONSIBILITIES:** The Transit Division Director is responsible for the daily operational needs of the Transit Division requiring a high level of management, communication, fiscal, labor relations, and organizational skills to effectively manage an appropriated annual operating budget of \$450 million, an \$800 million seven-year capital budget, and lead approximately 4,600 employees. Division responsibilities include, but are not limited to the following:

- Direct and manage a large and complex multi-model operation, an Assistant General Manager and eight section managers who are responsible for planning and service development, design and construction, bus operations, vehicle maintenance, power and facilities, safety, security, budget, paratransit/rideshare operations, sales and customer services, and the implementation and maintenance of a new light rail operation through an inter-local contract.
- Manage and direct the use of financial resources of the agency within the adopted budget and available spending authority to deliver the transportation program.
- Provide strategic and operating direction to meet adopted Executive and Council policy; establish goals, objectives, policies, programs, and services to meet the transportation needs of the public. Develop creative programs, services, and technologies to improve the provision and use of transit service locally and nation wide.
- Represent King County in the advice, negotiation, and the consultation with external parties regarding public transit issues that include local, regional, state, and federal jurisdictions and their elected officials and staff, private business leaders/partners, port authorities and school districts. Communicate with citizen and community groups and the media to respond to inquiries, provide information and develop and implement plans. Serve as a board member, committee chair and/or officer for various state and national transit associations that help to shape state and national transit legislation, advocating for funding and support of transit programs.
- Work with the department director, department senior management team, county executive and his staff, council members and their staff to provide policy, program, service and budget recommendations and information, respond to inquiries, and develop strategies for effectively and efficiently meeting the public transportation needs of King County citizens.
- Under the direction of the Department Director, participates as a member of the Department of Transportation senior management team to develop and respond to the strategic direction of the department, respond to department-wide information requests from the Executive Office and Council, and advise on key political and financial matters affecting the department.
- Direct the development of goals and strategies for managing relationships with representatives of five major bargaining units including ATU Local 587 (the single largest labor union in county government), IBEW Local 77, IFPTE Local 17 and the TEA; direct the negotiation and labor contracts and recommend final negotiated labor agreements to the Executive and Council for ratification; advise and collaborate with human resources and prosecuting attorney's office staff to resolve broad labor/contract issues affecting county government.
- Develop and manage a large, complex division operating and capital budget; ensure that the budget meets the policy and strategic direction provided by the Executive and Council; ensure funds are spent in an efficient and effective manner that best meet the needs of the public and responds to projected and actual revenue and staffing levels.
- Develop relationships with transportation providers in the region relationships in order to cultivate working relationships that will foster communication and provide avenues for problem solving with industry related issues.

#### **QUALIFICATIONS:**

- Increasingly responsible experience in transportation system planning, capital management, operations, multi-modal maintenance.

- Increasingly responsible experience in managing people, including experience with unions and labor contracts.
- Increasingly responsible experience establishing and managing budgets and financial plans for large public service providers and capital projects.
- Increasingly responsible experience in public sector management or administration with an understanding of operation within a large bureaucracy and political environment.
- Experience in managing competing community-based and political interests where far-reaching political implications may conflict with budgetary constraints.
- Experience in developing programs that meet both budgetary and political demands in a way that averts criticism and maintains the integrity of the division.
- A working knowledge and ability to oversee the management of major programs in the division, the daily operational needs, and the external forces that impact transit service delivery.
- Understanding of the regional position and arterial issues impacting the division.
- Strong managerial skills with the ability to oversee budgetary decisions as well as make sound decisions that are made from a technical point of view.
- Knowledge of and the ability to coordinate technology and transportation planning.
- Knowledge of labor-management relationships and decision-making regarding long-term impacts of balancing affordability and productivity.
- The ability to provide the division with progressive and visionary leadership necessary to anticipate the long-term business needs five to ten years in the future for the region and develop the strategic plans required to achieve division and county goals.
- A demonstrated ability to effectively lead in an environment that changes with regularity and the skill to facilitate the transformation of the internal organization necessary to meet the challenges of being the recognized leader and provider of transit services in the region.
- Ability to analyze and anticipate problems provides proactive and results-oriented solutions that meet critical business needs of the division and within King County.
- Ability to develop clearly defined strategies that are based on a thorough analysis of regional, county, and division business needs and understands how to lay out an action plan to achieve.
- Demonstrated ability to cultivate working relationships other regional transportation providers that will foster communication and provide avenues for problem solving.
- Ability to respond to situations that receive media attention and the experience to function as the key spokesperson in communicating the division position with a variety of audiences that include the county council and the media.
- The demonstrated ability to effectively build a strong and cohesive team where employees are empowered meet business objectives and transit service requirements within the region.
- The ability to effectively listen, communicate verbally and in writing to a variety of diverse audiences.
- Ability to testify in the legislature on issues that impact the work and direction of the division.

## **ABOUT THE KING COUNTY DEPARTMENT OF TRANSPORTATION AND TRANSIT DIVISION:**

The King County Department of Transportation (KCDOT) is committed to helping people travel around the region, provide excellent customer service, and environmentally responsible approaches to work. The department is responsible for providing bus and paratransit service and alternatives to driving alone; creating programs and facilities to pedestrians, bicyclists and equestrians; planning transportation investments with other jurisdictions and organizations; designing, building, operating and maintaining roads infrastructures in unincorporated areas; and providing and maintaining King County vehicles, equipment, and supplies. Formed in 1996 after the consolidation of Metro and King County, the department has a Transportation Administration Division and four operating divisions: Metro Transit, Road Services, Airport, and the Fleet Administration.

The Metro Transit Division is the name more than 1.6 million customers use to refer to the Transit Division of the King County Department of Transportation. Metro has been honored as the best-run large public transportation system in North America. The Metro Transit Division operates about 1,300 buses – including standard coaches, electric trolleys, dual-powered and articulated buses – that serve an annual ridership of about 100 million within a 2,134 square-mile area.

King County Metro operates the largest publicly operated vanpool program in the country putting more than 700 on the road for nearly 3 million trips per year. The regional ridematch system links Pierce County, Community Transit and the University of Washington to help commuters form and sustain new carpools and vanpools in seven counties by matching names in a computer database.

To help meet future needs and ease severe downtown traffic congestion, Metro operates a 1.3-mile electric bus tunnel underneath downtown Seattle, making stops at Convention Place, Westlake, University Street, Pioneer Square and the International District.

To find out more about Metro Transit, see [Transit Facts and Figures](#)

**CLASS CODE: 200100**